

**STAFF MEETING MINUTES  
LANCASTER COUNTY BOARD OF COMMISSIONERS  
COUNTY-CITY BUILDING, ROOM 113  
FRIDAY, AUGUST 5, 2005  
8:00 A.M.**

Commissioners Present: Larry Hudkins, Chair  
Deb Schorr, Vice Chair  
Bernie Heier  
Ray Stevens  
Bob Workman

Others Present: Kerry Eagan, Chief Administrative Officer  
Gwen Thorpe, Deputy Chief Administrative Officer  
Dave Kroeker, Budget & Fiscal Officer  
Trish Owen, Chief Deputy County Clerk  
Melissa Koci, County Clerk's Office

The Chair opened the meeting at 8:05 a.m.

**AGENDA ITEM**

**1 APPROVAL OF STAFF MEETING MINUTES FROM THURSDAY, AUGUST 4, 2005**

The minutes were not available for review.

**2 ADDITIONS TO THE AGENDA**

None were stated.

**3 BUDGET WORK SESSION - Dave Kroeker, Budget & Fiscal Officer**

Dave Kroeker, Budget & Fiscal Officer, distributed documentation regarding the Proposed FY2005-2006 budget (Exhibits A & B). He indicated the adopted budget will result in a property valuation rate of \$0.2843 per \$100 of value and briefly went over the Proposed Budget for 2005-2006 along with the Budget Narrative. He said Keno transfers are down and the general fund is up.

Schorr asked about the Contingency Fund being used for the Beltway, RUTS or for the outstanding bills with BryanLGH.

Gwen Thorpe, Deputy Chief Administrative Officer, distributed documentation regarding the Draft Press Release on the Lancaster County Board of Commissioners Adoption of the Budget (Exhibit C).

Stevens noted the number of employees have increased at Lancaster Manor and the Community Mental Health Center, which are both funded by the State and should be noted in the press release.

Kroeker indicated the total budget is up 2.24% overall from last year even though there was a reduction to F<sup>3</sup> and the Debt Service Fund. He said there is \$22,451.90 left in the OJS Funds from F<sup>3</sup> that will be transferred to the General Fund for the Youth Assessment Center, who does evaluations for diversion and probation.

Kroeker said \$7,500 is going to be transferred to the Juvenile Justice System, \$2,300 to Intense Supervision for a new Probation Officer and \$5,934 to Juvenile Probation for past drug court tracking. He also said \$3,827 will be added from grants for the County Sheriff and \$55,080 from grants to Community Corrections.

Kroeker said another issue that has come up is in regard to People's Health Center who is requesting \$50,000 from the County for equipment they purchased.

Eagan said he received a legal opinion about donating \$50,000 to a non-profit organization and the County cannot contract with People's Health Center unless they provide human services the County authorizes them to provide. He said the equipment can be used for General Assistance clients.

**MOTION:** Heier moved and Stevens seconded to spend \$50,000 on equipment for the People's Health Center and take it out of the Keno budget if and when necessary, which will also reduce the contingency. Stevens, Heier, Schorr, Workman and Hudkins voted aye. Motion carried.

#### **4 ACTION ITEMS**

##### **A. Letter to Don Thomas Regarding Ethanol Policy**

Eagan reported he spoke to Don Thomas who requested a written letter from the County Board regarding the motion that was made on Ethanol. Eagan said Thomas indicated the problem has to do with the sub-stations and he has no problem having the Ethanol delivered to the main stations, however they then have to get the ethanol from the main station to the three sub-stations. Thomas also noted the cost to deliver the ethanol from Sapp Brothers, will be an additional 8 cents per gallon. Eagan said Thomas does not have all the cost answers right now, but would like a little bit of time to look into it.

Hudkins noted the 2<sup>nd</sup> paragraph should read gasoline instead of fuel.

**MOTION:** Schorr moved and Stevens seconded to hold the letter until they receive additional information from Don Thomas. Schorr, Workman, Stevens, Heier and Hudkins voted aye. Motion carried.

Eagan exited the meeting at 8:40 a.m.

Kroeker briefly discussed the grants fund and also noted the Emergency Management Funds need to be watched a little closer. He said after going through the Human Services grants, they had a negative balance after spending money they didn't have. Kroeker said he figured out the grants fund by agency and not grant by grant and there is a total of \$2,470,691 in revenue and \$2,640,795.82 in expenses from the Human Services Fund for FY06. Kroeker noted the Auditors are going to be coming in to the offices next week and if there is an error in any single fund, all of the federal grant money will be shut down.

Commissioner Schorr exited the meeting at 8:50 a.m.

The Board agreed that Stevens should speak with Kit Boesch regarding the grants procedures including the information that Kroeker asks for and request them to provide the grants in a timely manner. Stevens should also let Kit know that Gwen will be monitoring the grants and she needs to be notified in a timely fashion when grants are being applied for and how they are received.

Kroeker noted Cathy Behrns should have the grants updated before the middle of June so she can have an updated version when the grant budget is requested.

The Board believes each grant contract should go on a Staff Meeting agenda in case the Board has any questions regarding the grant.

Eagan returned to the meeting at 9:10 a.m.

Kroeker briefly went over the Economic Development Fund and said the State is funding \$303,000 towards Tractor Supply and the County is putting in \$200,000, but the grant has not been signed. Kroeker noted the good paying grants are Linweld and U.S. Foods, so the \$200,000 will be available and \$140,331 will be available for other projects.

Hudkins indicated the Board needs to be more updated with what is going on with each project along with progress reports on the collections for the people that aren't paying.

The Board agreed to bring Troy Gagner, Economic Development Coordinator, to a Thursday staff meeting to get an update on all the projects.

Kroeker briefly went over F<sup>3</sup>'s budget and said \$60,178 is going to be reimbursed to the Federal Government and also noted the contracts for Renee Dozier and Jessica Pendleton each have an additional \$5,000 added to their contract for coordinating the four events.

Thorpe indicated Lancaster County is paying \$15,000 to coordinate four events and the two amended contracts will be coming to the Board in the future.

Heier asked if Dozier and Pendleton are receiving more money than what they were initially going to receive.

Thorpe said Pendleton was getting paid \$12,000 and Dozier was getting \$18,000, and according to their final budget they will both be receiving \$5,000 more. She also said the four Care Coordination contracts will be coming before the Board because they have not been reimbursed adequately.

The Board agreed they need to find out if the checks are being made to the people or the organization and if it is for two months of services.

With regard to the Draft Press Release, Workman suggested changing the wording to a less than one cent increase in the property tax levy under Budget highlights. He also suggested taking out the employee costs because of the self-insurance program that was put in place last year. Workman said there should be a line regarding the \$50,000 going to the People's Health Center and a line for the \$36,000 from Keno that is going to prevention programs. He also suggested changing the proposed tax request to approximately \$2,000,000 in the third paragraph along with a line under the property tax burden stating the same thing. Workman also requested the Lancaster County Tax Levies Chart be attached to the press release.

Stevens noted that Lancaster County has not raised fees on any services Lancaster County provides and that should be addressed in the release.

**MOTION:** Stevens moved and Workman seconded to ask Kroeker to incorporate the changes that were discussed in the budget and to distribute it as a preliminary budget of Lancaster County. Heier, Hudkins, Stevens and Workman voted aye. Motion carried.

**MOTION:** Workman moved and Heier seconded to release the draft letter with the changes that were discussed including the graph of the property tax levies from 1996 and to have three Board members approve the letter before it is sent to the press. Heier, Hudkins and Workman voted yes. Stevens voted no. Motion carried.

The Board went over some brief comments for next year.

## **ADJOURNMENT**

**MOTION:** Stevens moved and Workman seconded to adjourn the meeting at 10:00 a.m. Stevens, Hudkins, Heier and Workman voted aye. Schorr was absent from voting. Motion carried.

---

Bruce Medcalf  
Lancaster County Clerk